

U.S. DEPARTMENT OF LABOR

SECRETARY OF LABOR  
WASHINGTON, D.C.

DD/A REGISTRY  
FILE: *Peris-16*

SEP 10 1981

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Casey:

Each Federal agency head is required to establish and maintain a safety and health program in accordance with the Occupational Safety and Health Act, Executive Order 12196, and the basic program elements contained in 29 CFR 1960. Such a program requires in part that agencies post and maintain conspicuously in each establishment a poster informing employees of the requirements of the above documents and of the agency's safety and health program.

To assist agencies in fulfilling this requirement, the Department of Labor is required to furnish each agency a basic core text, copy enclosed, that must be included in the poster. Each agency must further develop the text of its poster in accordance with the provisions of 29 CFR 1960.12(c) and with the specific needs of its own program.

If your agency needs further help in the development of the poster, please contact Richard Wilson, Acting Director, Office of Federal Agency Programs on 376-3005.

Sincerely,

Raymond J. Donovan

Enclosure

cc: Harry Fitzwater

Core Text for the Agency Safety and Health Poster

OCCUPATIONAL SAFETY AND HEALTH PROTECTION FOR FEDERAL EMPLOYEES

THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, EXECUTIVE ORDER 12196 AND 29 CFR 1960 REQUIRE THE HEADS OF FEDERAL AGENCIES TO FURNISH TO EMPLOYEES PLACES AND CONDITIONS OF EMPLOYMENT THAT ARE FREE FROM JOB SAFETY AND HEALTH HAZARDS.

The \_\_\_\_\_ Designated Agency Safety and Health  
(Department or agency)

Official is \_\_\_\_\_. The safety and health  
(name, title and address)

designee for this workplace is \_\_\_\_\_ and may be  
(name and title)

contacted at \_\_\_\_\_.  
(location and telephone)

\_\_\_\_\_  
(Department or agency ) Responsibilities.

- \* to comply with safety and health standards issued under Section 6 of the Act or approved \_\_\_\_\_  
(Department or agency) alternate standards.
- \* to set up procedures for responding to employee reports of unsafe and unhealthful working conditions.
- \* to acquire, maintain, and require the use of approved personal protective equipment and safety equipment.
- \* to inspect all workplaces at least annually with participation by representatives of employees.

- \* to establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the \_\_\_\_\_ safety and health program.  
(Department or agency)
- \* to post notices of unsafe or unhealthful working conditions found during inspections.
- \* to assure prompt abatement of hazardous conditions. Employees exposed to the conditions shall be informed of the abatement plan. Imminent danger corrections must be made immediately.
- \* to set up a management information system to keep records of occupational accidents, injuries, illnesses, and their causes; and to post annual summaries of injuries and illnesses for a minimum of 30 days at each establishment.
- \* to conduct occupational safety and health training programs for top management, supervisors, safety and health personnel, employees and employee representatives.

Employee Responsibilities.

- \* to comply with all OSHA and approved \_\_\_\_\_  
(Department or agency) occupational safety and health standards.
- \* to comply with \_\_\_\_\_ policies and  
(Department or agency) directives relative to the safety and health program.
- \* to use personal protective equipment and safety equipment provided by your agency.

Rights of Employees and Their Representatives:

- \* to participate in the \_\_\_\_\_ safety  
(Department or agency)  
and health program. Employees shall be authorized official  
time to participate in the activities provided by Executive  
Order 12196, 29 CFR 1960 and the \_\_\_\_\_  
(Department or agency)  
safety and health program.
- \* to have access to \_\_\_\_\_ standards  
(Department or agency)  
and \_\_\_\_\_ injury and illness statistics,  
(installation)  
and safety and health program procedures.
- \* to comment on alternate standards your agency proposes.
- \* to report and request inspections of unsafe or unhealthful  
working conditions to the appropriate officials including  
the Secretary of Labor. However, the Secretary of Labor  
encourages employees to use agency procedures for reporting  
hazardous conditions as the most expeditious means to  
achieve abatement. Anonymity is assured.

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Mr. Harry Fitzwater  
Deputy Director for  
Administration  
Central Intelligence Agency  
Washington, D.C. 20505

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